Meeting Minutes
2-11-2021
1:30-3:00pm
Meeting Zoom Link: https://cccconfer.zoom.us/j/95878003129?pwd=YUJSVVJjZFZDWGNoa2RwOFZKM1hkdz09

MEMBERS:

	VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)		
	Laura Forlin		
X	Heather Casale		
X	Sun Young Ban		
X	Evan Nichols		
X	Marty Zielke		
	NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)		
X	Denise Richardson		
X	Maria Chavez		

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 1:30pm	
II. Adoption of Agenda	Agenda was adopted without objection. All approved.	Chair – Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	N/A – Laura out with family emergency and did not provide minutes	Chair – Email to merrittgovdocs@peralta.edu

IV. Action Items/ Presentations	**Identify Topic of Discussion**
	• Coordinator check in (ACCJC standards 1B1 & 1B2)
	• Accreditation – SLOAC website
	  a. Service area data
	  b. Spreadsheet uniformity
	  c. Administrative units documentation
	• Spring ILO Flex Day discussion of approach - critical thinking
	• C-net PLO and ILO support	

V. Standing Items	**Assessment/Goals** 1. All division coordinators continue working with their division department chairs and program directors, around all assessment (SLO, PLO, ILO). 2. Focus on updating google spreadsheets for assessment	1. Division Coordinators continue to work with and provide support to their division on. assessment work. 2. Google templates. I'll send out a draft of what we could use across the board and we can go from there. Standardization of each template and color coding a priority. Coordinators will email

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

	tracking – see below under new business. 3. SLOAC still short membership. Academic Senate President is aware and attempting to secure additional members. **Accreditation** • SLOAC website updates – see below **Equity** • Ongoing	department chairs and ask them to review spreadsheet to make sure we aren't including classes that aren't being offered. 3. Academic Senate President aware.
VI. New Business	**Identify Topic of Discussion** 1. SLOAC website update 2. ILO assessment 3. Administrative Unit Assessment	1. Laura worked with Henry Mai around updating the SLOAC website. Marty to provide Henry the Service Area Assessment data for posting to the website. 2. ILO assessment - brainstormed some ideas. Thoughts are that we hand pick some courses and departments and send a targeted email inviting them to participate in the assessment this semester. We will use the worksheet that Jennifer Shanoski created and used during ILO assessment in the past. It was broad enough to cover all departments and disciplines but targeted enough to get us some good data. Plan would be to follow up mid semester (as opposed to the end) to request results. This will hopefully show that as a campus our students are progressing through and improving their skills. 3. Denise offered to have us attend a managers meeting to give an overview of assessment of administrative outcomes. Marty and Lilia have a draft of an excellent example. Then, coordinators could schedule 1:1 meetings with admin to help them develop their outcomes and plan for methods of assessment. Marty/Lilia, could I ask you to share the draft you showed at the meeting? I know it's not done, but it's a great starting place. Denise asked that we send "homework" to administrators prior to meeting with them to get them started. Another thought is that assessment of ALOs could be incorporated into the Annual Planning Summit.
VII. Old Business	**Identify Topic of Discussion** • C-net support around PLO and ILO level use	Denise will reach out at the district to see if she can get us support for CNET issues like PLO and SAO assessment. There is

		support for the curriculum side but not assessment
VIII. Announcements	• List announcements n/a	
IX. Adjournment	Meeting adjourned at 3:00 pm	